

ACCOUNTANT I

GENERAL RESPONSIBILITIES

Applies accounting principles and procedures to ensure the efficient and accurate management of accounts in accordance with generally accepted accounting principles and practices. Complies with Federal, State and local laws. Analyzes financial data and prepares financial information and reports.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Analyze and reconcile bank statements, ledgers, reports, and financial records
2. Recommend, prepare, and post adjustments, journal entries, and reports,
3. Prepare and maintain detailed schedules and statistical tables; reconcile accounts with audit outcomes
4. Maintain accurate financial records and work papers
5. Post Fiduciary Funds' expenditures and prepare monthly statements
6. Prepare financial statements, supporting schedules, and footnotes for the Annual Comprehensive Financial Report (ACFR)
7. Analyze transactions for correct coding and assignment of revenues and expenditures
8. Analyze and reconcile grant revenues and expenditures
9. Review accounts payable checks and documentation for proper backup and approvals
10. Prepare invoices and review collections of County receivables and loans
11. Prepare monthly accounts receivable invoices for governmental partner agencies
12. Study, develop, and standardize procedures and policies to improve efficiency and ensure sound financial practices
13. Perform related duties as to specific assignments
14. Any employee may be identified as Essential Personnel during emergency situations.
15. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
16. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality, and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Accounting, Finance or related field
2. Two years experience in accounting with spreadsheets

A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of accounting and auditory principles, theories, practices and procedures
2. Organize and analyze financial data
3. Work with detail, problem solve, and communicate fiscal problems
4. Present information and respond to questions
5. Write reports and correspondence, procedures, and other documents
6. Calculate figures and amounts and apply principles of accounting
7. Define problems, collect data, establish facts, and draw valid conclusions
8. Interpret an extensive variety of variables
9. Knowledge of computerized accounting systems, Excel and Microsoft Word programs and/or other applications